

# STEWARDSHIP AGREEMENT

Ignatian Spiritual Life Center  
1611 Oak Street, San Francisco, CA 94117

Name of Organization requesting rental space \_\_\_\_\_

Number of persons attending: \_\_\_\_\_ -

Name of Person Booking Event \_\_\_\_\_

Contact person phone # \_\_\_\_\_

Contact person email \_\_\_\_\_

Is this a recurring event? If so what are the dates for the next six month?

\_\_\_\_\_ -

## 2. Room(s) requested:

Reservations guarantee access to the downstairs. The upstairs meeting room is generally reserved for spiritual direction but may be available depending on the date of the scheduled event.

*Please indicate with a check mark what you need:*

\_\_\_\_\_ *Downstairs*: includes a library meeting space with a move-able, large table that seats about 12; television screen with laptop, seating area for a break-out session or prayer; dining room, bathroom, and kitchen.

\_\_\_\_\_ ISLC Patio (includes access to kitchen and bathroom on first floor of ISLC)

\_\_\_\_\_ *Chapel*: includes an altar, chairs for 12 people, candles, and linens (upstairs). Please contact the Director if you plan to use the chapel for Mass.

\_\_\_\_\_ *Meeting Rooms* (upstairs when available)

## By signing this stewardship agreement you take dedicated responsibility for the following:

1. All garbage, recycling and compost materials must be placed in designated receptacles found throughout the house and kitchen.
2. Wipe off tables, surfaces and counters. (Respect special COVID protocol) Use the cleaning materials below the kitchen sink. If stains occur, please notify the Director so that correct cleaning solutions can be used to remove stains. If time allows please air the facility, before you lock it!
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Make sure candles are extinguished. Return all rooms used to their normal set up.
4. If using the kitchen, please put all dishes and coffee maker parts in the dishwasher and start the load before you leave (dishwasher soap is under the kitchen sink – do not use regular dish soap!) Unplug the coffee maker. Take all extra food and beverage with you.
5. Sweep floors.
6. If the building is not in use when finished, please **check that all doors are locked, windows are closed, and lights are off.**

*The person/organization requesting the use of the Church or ISLC facilities hereby absolves the parish, its pastors, leadership, members, and the Jesuit Urban Center, Inc of any liability for personal injury to any individual resulting from the use of the church or ISLC facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.*

**Printed Name of Responsible Party:** \_\_\_\_\_

**Signature of Responsible Party:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Additional Responsibilities for use of the Facilities, if the event is privately sponsored or if the individual usage includes receiving payment for service:**

**4. In the case of a privately sponsored event:**

We asked a donation for facility use that is due upon booking. The cost is generally \$300 for a half day (4 hours) and \$75/hour beyond that. Please make checks payable to: *Ignatian Spiritual Life Center* and mail to the parish office at: 1025 Masonic Avenue, San Francisco, CA 94117

**5. In the case of individual usage for which payment is received**

If the individual use is recurring, as spiritual direction, we ask for a responsible donation to the Ignatian Spiritual Life center. This can happen by providing the same service for free to a low-income person, who is not able to pay, additionally to the paying directee or/and it can happen by giving a donation based on the personal reflection on stewardship and need.

**Printed Name of Responsible Party:** \_\_\_\_\_

**Signature of Responsible Party:** \_\_\_\_\_

**Date** \_\_\_\_\_

Please, send this agreement electronically back to Julia D.E. Prinz, VDMF at [julia@saintagnessf.org](mailto:julia@saintagnessf.org)

If you are not familiar with the facility prior to the event, please contact Fr. George Williams, SJ, Pastor of St. Agnes Parish, or Sr Julia D.E. Prinz, VDMF for information on available parking, entry to the facility or with any questions (415) 450-8298 or [George@SaintAgnesSF.org](mailto:George@SaintAgnesSF.org) or [Julia@SaintAgnesSF.org](mailto:Julia@SaintAgnesSF.org)

*Thank you for your use and support of the Ignatian Spiritual Life Center!*